

CEPOD-RM-M

DEPARTMENT OF THE ARMY  
Pacific Ocean Division, Corps of Engineers  
Fort Shafter, Hawaii 96858-5440

PODR 1-1-3

Regulation  
No. 1-1-3

3 October 1997

Administration  
DELEGATIONS OF AUTHORITY

1. PURPOSE. To delegate or subdelegate specific authorities from the Division Commander to the Deputy Commander/Chief of Staff; Commanders, Alaska Engineer District (AED), Far East District (FED), Honolulu Engineer District (HED) and Japan Engineer District (JED); Resident Engineers in Alaska, Hawaii, Kwajalein and Okinawa; and to provide a reference table of authorities for civil works, military construction and other activities.

2. APPLICABILITY. This regulation applies to all elements of Pacific Ocean Division (POD).

3. REFERENCES.

a. Federal Acquisition Regulation (FAR), with Defense and Army Supplements (DFARS and AFARS).

b. Engineer FAR Supplement (EFARS).

4. RESPONSIBILITIES.

a. Staff elements will provide the Directorate of Resource Management (DRM), ATTN: CEPOD-RM-M, a memorandum identifying changes in delegations of authority not later than 30 days prior to the effective date.

b. DRM will publish changes as required to ensure PODR 1-1-3 is current and provide accurate, complete information regarding delegations of authority.

5. Appendix A lists specific authorities hereby delegated or subdelegated by the Division Commander in the technical/contracting functions. Appendix B lists delegations of authority in finance, personnel and administrative areas. Previous delegations of authority which conflict with the provisions of this regulation are rescinded.

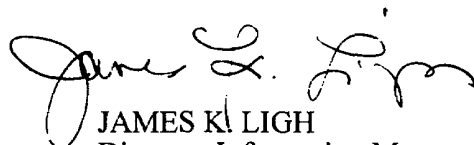
6. Services of the Korea Contracting Agency and the PACAF Contracting Center, Yokota AB, Japan, may be used for procurement of materials in support of construction at the discretion of the District Commanders, FED and JED. Such actions should be coordinated with the local command.

FOR THE COMMANDER:

2 Appendices

App A - Table of Auth, Tech/Contr

App B - Table of Auth, Pers & Admin



JAMES K. LIGH

Director, Information Management

DISTRIBUTION (List 97-1):  
B, C

This regulation supersedes PODR 1-1-3, 15 Mar 91.

**Appendix A****TECHNICAL/CONTRACTING TABLE OF AUTHORITIES**

<b>REFERENCE</b>	<b>DESCRIPTION OF ACTION</b>	<b>AUTHORITY DELEGATED OR SUBDELEGATED</b>
<b>REAL ESTATE (RE)</b>		
ER 405-1-12	Approval of appraisal reports for acquisition, disposal or any RE use up fair market value of \$1 mil or fair market rental does not exceed \$25,000. Authority does not extend to rental rates of housing supplied to Government Employees or inadequate military quarters.	Cdrs AED and HED or their subdelegated appointees.
ER 405-1-12	Contract for Appraisal Reports except where the Government indicates the cost will exceed \$10,000 which must have prior Division approval	Cdrs AED and HED or their subdelegated appointees.
ER 405-1-12	Appraisal Reviews will be performed by a highly qualified individual with the expertise, experience and judgment required to properly execute the delegated review authority.	Cdrs AED and HED or their subdelegated appointees.
ER 405-1-12, ASPR, Army Procurement Procedures and ECI (ER 27-1-1)	Employ qualified real estate consultants. However, prior to finalizing negotiations for such services, the name and qualifications of the consultant, description of services and cost estimate will be submitted to Division for approval.	Cdrs AED and HED or their subdelegated appointees.
ER 405-1-12	Authorized to cancel leases, perform restoration and negotiations and execute settlements of restoration obligations. However, agreements involving either physical restoration or in lieu payment exceeding \$25,000 will be submitted with supporting data for approval prior to execution.	Cdrs, AED and HED or their subdelegated appointees.

REFERENCE	DESCRIPTION OF ACTION	AUTHORITY DELEGATED OR SUBDELEGATED
<b>CIVIL WORKS (CW)</b>		
ER 500-1-1	Approve investigation report preparation and rehabilitation of flood control and coastal protection projects damaged by floods or coastal storms. (Within limitations specified in ER 500-1-1)	Dep Cdr/Chief of Staff and Cdrs, AED and HED.
Rivers and Harbors Act of 1899, Sect 10. ER 1130-2-520	Removal of obstructions to navigation in U.S. navigable waters.  Contracts - Advertised and negotiated military and civil contracts, supplemental agreements and change orders for construction, supplies, research and development, and services.	Cdrs, AED and HED: Expenditure not to exceed \$100,000 per incident.
ER 1130-2-500	Plant Replacement and Improvement Program (PRIP). Acquisition, Additions and Betterments, Repair and Hire of Revolving Fund and Project-owned Plant.	Cdrs, AED and HED: Within limits of authorities delegated to Cdr, POD (Ref ER, Appendix A).
<b>MILITARY AND CIVIL</b>		
FARS 36.602-4 (a)(ii)(b)	Source selection authority for Architect-Engineer contracts	Cdrs, AED, FED, HED and JED: All contract actions where the estimated price including options, does not exceed \$3 Mil.  District Cdrs may redelegate to district chief and assistant chief of Engineering for all contract actions, where the estimated contract price, including options, does not exceed \$500,000.
<b>MILITARY CONSTRUCTION (MC)</b>		
AR 210-20, Para 1-9c and 1-10	Associate member representative to the installation Real Property Planning Board (RPPB).	Cdrs, AED, FED, HED and JED.

REFERENCE	DESCRIPTION OF ACTION	AUTHORITY DELEGATED OR SUBDELEGATED
<b>INFORMATION RESOURCES (IR)</b>		
AR 25-1; FARS; AFARS; DFARS; & PODR 725-1-1	Approve Division requirements for information technology resources.	Chief of Staff, Information Management Steering Committee (IMSC), Program & Budget Advisory Committee (PBAC), and Director, IM.
AR 25-1;FARS; AFARS; DFARS; & PODR 725-1-1.	Approve District requirements for information technology resources.	District Commanders, District Information Management Steering Committee, and District Chief, IM.

NOTES:

Information Technology (IT) resources refers to all resources required for the management of information including equipment, manpower, facilities, and services.

IT equipment purchased with OMA appropriated funds cannot exceed \$100,000 per line item. Revolving Funds cannot be used for the purchase of IT equipment items costing \$25,000 or more.

IT equipment purchased in excess of the expense/investment threshold for OMA (\$50,000) and Revolving Fund (\$25,000) must be financed with investment funds (e.g., PRIP, OPA, PIF, BCE or equivalent).

It is imperative that all acquisitions/contracts be in full compliance with all DA IMA requirements, including AR 25-1 and with all Corps of Engineers, Army and federal procurement regulations to include FAR, DFARS, AFARS, and DOD/DA supplements.

All requests for acquisition will also be checked against the RSMS data base to ensure they are part of the approved Information Systems Modernization Plan (ISMP). Technical approvals of the requirement do not provide fund authorization. Fund requests from either direct appropriations or revolving funds must follow established procedures.

**Appendix B****PERSONNEL AND ADMINISTRATION TABLE OF AUTHORITIES**

<b>REFERENCE</b>	<b>DESCRIPTION OF ACTION</b>	<b>AUTHORITY DELEGATED OR SUBDELEGATED</b>
<b>OFFICE OF COUNSEL</b>		
AR 25-55	Freedom of Information Act. Initial Denial Authority as provided in para 2-200b, AR 25-55.	Division Counsel to each POD District Counsel: Full authority to initially deny Freedom of Information Act Requests.
<b>FINANCIAL ADMINISTRATION</b>		
AR 37-1	Acceptance of reimbursable orders.	Chief, Budget & Manpower Division, DRM, HQ POD or Analyst designated in writing as Acting Chief; Chief, RMO and Chief, Budget Branch, RMO, AED, FED, HED and JED, or alternate.
ER 690-1-600 & PODR 37-1-10	Management of Overtime Program.	Chief, Budget & Manpower Division, DRM, HQ POD or designated Budget Analyst ; Chief, RMO, AED, FED, HED and JED, or alternate
PODR 37-1-10	Approval of request for overtime for personnel who have exceeded 250 hours worked or 20% of base pay in the pay year.	Dep Cdr/Chief of Staff, POD and Cdrs, AED, FED, HED and JED.
AR 37-1	Review of delinquent accounts.	Director, Resource Management.
<b>ORGANIZATION</b>		
ER 10-1-2 & PODR 10-1-1	Approval of reorganization proposals.	Chief of Staff, POD and Cdrs, AED, FED, HED, and JED: Authority to approve proposals at and below Division level for POD; and at and below Branch and area office level for AED, FED, HED and JED IAW para 5b, PODR 10-1-1.

REFERENCE	DESCRIPTION OF ACTION	AUTHORITY DELEGATED OR SUBDELEGATED
<b>TRAVEL</b>		
DOD 4514.13R & AR 600-8-10	Issuance of isolated area leave travel orders	<p>POD Chief of Staff and Cdrs, FED, HED and JED: Full.</p> <p>HED Cdr may redelegate to Resident Engr, KPO for Marshall Islands' employees only.</p> <p>JED Cdr may subdelegate this authority for Okinawa employees to the Okinawa Area Engineer.</p>
AR 600-8-105 & PODR 55-1-1	Authentication of TDY orders	<p>Director, Logistics Management (DLM), or in his absence, the Chief of Staff.</p> <p>Chiefs, AED/FED/HED/JED LMO. In their absence, the authorizing official will be designated in writing by the District Commander.</p> <p>HED Cdr may redelegate to Resident Engr, KPO for Marshall Islands' employees only.</p>
DOD 4515.13R & PODR 55-1-1	Issuance of travel orders for medical/dental treatment.	HED Cdr may redelegate to Resident Engr, KPO for Marshall Islands' employees only.
<b>MILITARY PERSONNEL</b>		
AR 600-8-10	Granting leaves of absence to military personnel.	Dep Cdr/Chief of Staff, POD and Cdrs, AED, FED, HED and JED: Full, except request to the Division Commander for absences of Cdrs, AED, FED, HED JED, and Chief of Staff, POD.
AR 600-200	Convene Promotion Selection Board.	Cdrs, AED, FED, HED and JED.

REFERENCE	DESCRIPTION OF ACTION	AUTHORITY DELEGATED OR SUBDELEGATED
	<b>MILITARY PERSONNEL (Cont.)</b>	
AR 27-10	Non-judicial punishment.	Cdrs, AED, FED, HED and JED may exercise authority for non-judicial punishment under Article 15, UCMJ for enlisted personnel within their command. The exercise of authority under Article 15, UCMJ as to commissioned officers and warrant officers is withheld and will be exercised by the Commander, POD.
<b>CIVILIAN PERSONNEL</b>		
AR 690-200, Ch 254; & ER 690-1-272	Administration of the Civilian Personnel Program.	Dep Cdr/Chief of Staff and Cdrs, AED, FED, HED and JED: As Appointing Officer - Full.
ER 690-1-600; AR 690-990-2, Books 16 & 550; PODR 37-1-10	Order and approve necessary paid overtime and holiday service for unusual emergencies.	Dep Cdr/Chief of Staff and Cdrs, AED, FED, HED and JED: Full.  Division and Office Chiefs, AED, FED, HED and JED; REs in Hawaii and PE in Kwajalein: Up to 250 hours or 20% of base pay per employee per year.
ER 690-1-600, Appendix A	Restoration of forfeited annual leave.	Authority to approve exigencies for the purpose of authorizing restoration of Annual Leave: District Engineers (AED, HED, FED, JED) for employees assigned to respective Districts.
Memo, CEPOD-HR, 9 Aug 97	Civilian position classification authority.	Cdrs, AED, FED, HED and JED to classify positions up to and including GS-13 level.
AR 15-1 & USACE Suppl	Appointment of members to committees.	Committee Management Officer, POD. (Designated by Cdr, POD.)

REFERENCE	DESCRIPTION OF ACTION	AUTHORITY DELEGATED OR SUBDELEGATED
<b>CIVILIAN PERSONNEL (cont.)</b>		
AR 672-20	Honorary Awards.	District Commanders have authority to approve DA honorary awards up to and including Commanders Award for Civilian Service. Division Commander can approve honorary awards up to and including Superior Civilian Service Award. Higher awards must be endorsed by the Division Commander.
USACE Suppl to AR 672-20	Cash Awards.	District Commanders have authority to approve cash awards up to \$5,000. Division Commander has authority to approve cash awards up to \$8,000. Recommendations for higher cash awards must be endorsed by the Division Commander.
Memorandum, CEPOD-HR dated Jul 97	Voluntary Separation Incentive Pay.	District Commanders have authority to offer VSIP priority when mock RIF results indicate involuntary separation of full-time permanent employees. District Commanders must submit VSIP implementation plan to Division Commander five work days prior to distributing memorandum to employees.
AR 690-300, Chapter 301  ER 690-1-301	Five Year Foreign Overseas Limitation.	District Commanders can approve overseas tour for up to five years. Division Commander approves foreign overseas tour beyond five years.



REFERENCE	DESCRIPTION OF ACTION	AUTHORITY DELEGATED OR SUBDELEGATED
<b>CIVILIAN PERSONNEL (cont.)</b>		
Memorandum, CEPOD-HR, dated Jul 97	Extension of Details.	District Commanders have authority to approve details beyond one year, and Deputy Commander, POD has authority to approve details beyond one year for HQ POD actions.
PODR 500-1-1, Chapter 5	Release of assigned personnel prior to expected emergency or disaster.	Dep Cdr/Chief of Staff and Cdrs, AED, FED, HED and JED.